

Federal Work-Study (FWS) Position Description

SCU Peer Mentoring Program

Both positions report to me

Department: Student Services

Supervisor: Alexander Cruz – Senior Coordinator for Inclusion and Wellbeing

Position Title: Lead Peer Mentor

Position Summary:

The **Lead Peer Mentor** oversees the implementation of the SCU Peer Mentoring Program by coordinating mentor activities, supporting new student engagement, and serving as a liaison between mentors, mentees, and Student Services. This role provides leadership development opportunities and ensures the successful execution of the mentorship program.

Primary Responsibilities:

- Assist in the **recruitment, selection, and training** of peer mentors.
- Oversee and support assigned mentors, ensuring they fulfill their responsibilities.
- Facilitate **mentor training sessions** and ongoing development meetings.
- Track **mentor-mentee engagement** and provide guidance as needed.
- Serve as a **point of contact** for mentees needing additional support.
- Organize and lead **orientation, pre-midterm, post-midterm, and pre-finals sessions** for mentees.
- Communicate with Student Services staff about program updates, challenges, and successes.
- Collect and assess feedback from mentors and mentees for program improvement.

Educational Outcomes:

- Develop **leadership and supervisory skills** by managing mentors and mentees.
- Enhance **public speaking, facilitation, and organizational abilities**.
- Strengthen **conflict resolution and problem-solving** skills.
- Gain experience in **student support services and mentorship programming**.

General Outcomes:

- Foster a **strong, supportive community** among SCU students.
- Improve retention rates and academic success for first-term students.

- Provide meaningful leadership opportunities for upper-term students.

Qualifications:

- Must have completed at least **three terms** at SCU.
- Must be in **good academic, conduct, and financial standing**.
- Strong communication, organizational, and leadership skills.
- Prior experience as a peer mentor is preferred but not required.

Compensation:

\$22.00 per hour

Position Title: Peer Mentor

Position Summary:

The **Peer Mentor** provides guidance, support, and encouragement to first-term students, helping them navigate the transition into SCU. Mentors serve as role models and assist mentees in developing academic and personal success strategies.

Primary Responsibilities:

- Attend **mentor training** and all required mentoring sessions.
- Establish regular communication with assigned mentees.
- Assist mentees with **academic, social, and professional development**.
- Provide information on university resources, including tutoring, wellness services, and student organizations.
- Facilitate discussions on **study skills, time management, and stress reduction**.
- Encourage mentees to actively participate in the SCU community.
- Report any concerns or issues to the Lead Peer Mentor or Student Services.

Educational Outcomes:

- Develop **strong interpersonal and coaching skills**.
- Improve **active listening, problem-solving, and communication** abilities.
- Learn how to **motivate and guide** peers in a structured mentoring setting.
- Gain experience in **student engagement and support services**.

General Outcomes:

- Create a **welcoming and inclusive environment** for new students.

- Increase first-term student confidence and engagement.
- Strengthen the sense of **community and peer connection** at SCU.

Qualifications:

- Must have completed at least **two terms** at SCU.
- Must be in **good academic, conduct, and financial standing**.
- Strong communication and interpersonal skills.
- Passion for mentoring and student support.

Compensation:

\$20.00 per hour